



**FOR OFFICE USE**  
**Accounting Code: ZC**

**PLANNING DEPARTMENT**  
**CONDITIONAL USE PERMIT OR REZONING APPLICATION**

*Please type or print the following information & Return your submittal to the Planning Department, City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Attention: Development Review Coordinator*

**Applicant**

**Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Owner**

**Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Property Legal Description** \_\_\_\_\_ **See Attached** \_\_\_\_\_

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Subdivision** \_\_\_\_\_

**Current Zoning District** \_\_\_\_\_ **Proposed Zoning District, if applicable** \_\_\_\_\_

**If this is a CUP application:**      ☐ new building      ☐ existing building

**Proposed Use (CUP only)** \_\_\_\_\_

\_\_\_\_\_  
This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the undersigned is authorized to make this application. **This application expires six months from the date stamped as received by the Planning Department if no action has been taken by the Planning and Zoning Commission on this request.**

**X**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Submittal Requirements (Submittal Deadline is Monday at 3:00 p.m.):**

- ☐ Three (3) copies of the completed application
- ☐ Check for \$1,000.00 (non-refundable) \$400 if CUP is in Mixed Use Conservation (MUC) District
- ☐ Metes and bounds of the site or county slide number of plat, if recorded
- ☐ Two (2) 24" x 36" blue-line copies and two (2) 11" x 17" copies of the CUP layout plan or the property to be rezoned, including a vicinity map and north arrow on each copy
- ☐ Two (2) copies of a letter stating the applicant's request and addressing issues relating to a CUP including traffic circulation, parking, plan of operation, and other pertinent information
- ☐ Names and mailing addresses of all property owners and tenants within 200 feet of site, including owner and applicant

**Please note: A courtesy notification sign will be placed on the subject property during the public hearing process and will be removed when the case has been processed.**

## **CITY OF SUGAR LAND**

### **Planning Department**

#### **CONDITIONAL USE PERMIT AND REZONING APPLICATION PROCEDURE**

A **CONDITIONAL USE PERMIT** (CUP) is an ordinance passed by City Council allowing a specific use in a specific location and zoning district. The uses that require a CUP are identified specifically in the Chapter Two (Zoning) of the Development Code. When an application is submitted for a CUP, the proposed use is reviewed and evaluated to determine if it has the potential to impose negative impacts on the surrounding properties and neighborhoods. If it is determined that the use may pose negative impacts, staff may recommend to the Planning and Zoning Commission that certain conditions be placed on the use in order to mitigate those potential negative impacts. The Development Code requires a review of the CUP by the Planning and Zoning Commission (P&Z) who makes a recommendation to City Council. Council has the authority to approve or deny such permits.

When a property within the city limits of Sugar Land is **REZONED**, an ordinance is passed by City Council effecting a permanent change in zoning designation for that property. A rezone involves a change from one official zoning district to another. The Official Zoning District Map is also updated to reflect the zoning change. As described in the CUP information above, a recommendation to the Council is given by the Planning and Zoning Commission.

The application procedure is outlined below.

- (1) Applications will be accepted each **Monday from 8:00 am until 3:00 pm. Return your request to the Planning Department ( Attention: Development Review Coordinator), 2700 Town Center Blvd. N., Sugar Land, TX 77479, Phone#: (281) 275-2218.**
- (2) Staff will review the request and comments will be sent to the applicant on the second Friday after the request has been submitted. The applicant will be directed to resubmit the corrected materials and additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.
- (3) When staff issues have been addressed, the request will be scheduled for a public hearing at a Planning and Zoning Commission meeting. The public hearing will be advertised by the City in the official newspaper of the City at least 15 days prior to the first public hearing, all property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website.
- (4) A public hearing will be held by the Planning and Zoning Commission (P&Z) at 7:00 p.m. in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month. The purpose of the public hearing is to allow the P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then close the meeting and open the public hearing. The applicant will have ten minutes to present the request. The chair will then allow anyone present from the public to speak on the request. The Commission may ask questions of staff and anyone else present at the meeting, but will not vote the same night.
- (5) The request will be presented by staff with a recommendation at a subsequent P&Z meeting. The P&Z will hold consideration and action and make a recommendation to City Council. No one but staff will make a presentation at this meeting, however, the Commission may direct questions to staff and the applicant.
- (6) A second public hearing will be scheduled for a regular City Council meeting. Meetings are held on the first and third Tuesdays of each month. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website.
- (7) Council will conduct a public hearing in the same manner at P&Z. At the same meeting, Council will have the first reading of the ordinance and vote.
- (8) At a subsequent City Council meeting the Council will hear the second reading of the ordinance and vote again, if the ordinance was not denied at the first reading.
- (9) Following the second reading of the ordinance, it will be signed by the Mayor and City Secretary and a copy sent to the applicant. If approved, the permit will be granted.

